**P7: Level Standards**

**GENERAL ROLE**

This level is accountable for serving in an expert resource capacity in an area of specialization. These positions are not reflective of the majority of the workforce, but instead the most complex functions within an area of specialization

Incumbents:

* Serve in a subject leader and consultative capacity within an area of expertise
* Provide analytical, technical, and advisory support to leaders and decisions makers within the same disciplinary track
* Lead projects or initiatives within the specific area of expertise, to include leading vendors or cross functional departments or teams
* Research and apply better ways to effectively achieve end results by, for example, arranging/re-arranging the way work is performed, changing elements of processes, and adding or deleting new or unnecessary capabilities/functionalities as needed
* Set project objectives, immediate and/or long term, as a means to fulfill project initiatives

**DECISION MAKING**

*🡪 Supervision Receive*d

* Works under general direction
* Seeks assistance only when unique situations arise, coupled with financial impact to the division and political consequence

*🡪 Context of Decisions*

* Work is focused on and regulated by specific department/division goals and milestones

*🡪 Job Controls*

* Generally can act based on own judgement as long as actions adhere to division policies and operating procedures, and remain focused on the department and division objectives and missions
* Subject to supervisory controls through conferences, review of reports, and occasional on-site visits or check-ins
* Supervisory controls are exercised on the incumbent for matters of intermediate and long-range planning, budgetary and human resources based matters

**COMPLEXITY AND PROBLEM SOLVING**

*🡪 Range of issues*

* Problems are unique and unexpected
* Challenges for problems arise due to lack of precedent

*🡪 Course of Resolution*

* Problems require response/adaptation to changing conditions or circumstances, necessitating enterprise and new approaches with broad impacting effects
* Problem resolution should regularly require collaboration and coordination with units internal to the division, with occasional collaboration and coordination outside the division

*🡪 Measure of Creativity*

* Incumbents are regularly required to develop new methods/methodology for evaluation and implementation plans for new initiatives

**COMMUNICATION EXPECTATIONS**

*🡪 Manner of Delivery and Content*

* Deliver statements and information in a combined persuasive and motivational fashion to subordinate staff, Departmental and University administrators, and the campus community as a whole

**SCOPE AND MEASURABLE EFFECT**

* Incumbents serve as an expert on specific subject matter evidenced by regularly researching and producing reports (e.g., white papers) on technical matters of systematic importance and consulting with managers throughout the Division/University on specific issues in the position’s area of expertise
* Actions regularly affect a departmental outcome with division wide impact
* Incumbents’ actions have a direct impact on controlling such things as project scope, team size and nature of assignments, operating budget, etc.
* Incumbents’ actions may have high risk financial, compliance, political or safety implications
* Performance results tend to be related to efficiency, degree of waste/cost overruns, quality/continuous improvement, timeliness, resource allocation/effectiveness, etc.

**Job Template**

**GENERAL SUMMARY**

Provides direct clinical services, including assessment and psychotherapy, emergency care and consulting services to the University community, and provides leadership, coordination, and supervision for Counseling and Mental Health Services (CMHS) training program.

**REPORTING RELATIONSHIPS AND TEAMWORK**

Works under direction of a manager. Serves in a highly advanced capacity in an area of specialization.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.*

* Supervises and trains clinical trainees in counseling psychology.
* Provides psychotherapy counseling to individuals, couples, and groups. Diagnoses, assesses, and treats emotional and functional disorders.
* Conducts workshops and outreach services designed to provide mental health education to students, staff, faculty, administrators, and parents.
* Prepares narrative and statistical reports of activities for use in evaluation of the outreach program. Compiles data to analyze and identify risks, trends, and gaps in the program.
* Serves on departmental and/or University committees representing CMHS and applicable policies and procedures to stakeholders and constituencies.
* Communicates and consults with appropriate university administrators and various mental health and academic faculty. Makes referrals to and consults with other mental health agencies offering specialized care beyond the scope of SHS Mental Health Services.
* Assists with developing and maintaining policies and procedures to govern counseling center. Ensures adherence to best practices.
* Prepares appropriate clinical records, case reports, and necessary correspondence.
* Provides emergency on-call service and crisis intervention for students who have psychiatric emergencies, as assigned.
* Performs related work as required.

**MINIMUM QUALIFICATIONS**

* Doctoral degree in related field.
* Four to five years of related experience.

**COMPETENCIES**

**Knowledge of:**

* Psychology and mental health care
* Legal and ethical standards at a local, state, and federal level of the practice of mental health care
* Best practices and models of public health and prevention initiatives designed to address mental health concerns across college and university communities
* Principles and practices of employee supervision
* Microsoft Office and related software applications

**Skill in:**

* Crisis response
* Planning and organization
* Understanding students and fostering student success
* Developing and maintaining effective and appropriate working relationships
* Critical thinking, problem solving and analysis

**Ability to:**

* Take creative initiative in developing effective and unique mental health primary prevention initiatives that are grounded in clinical research
* Communicate effectively through both oral and written means
* Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
* Provide mental health outreach education
* Maintain the confidentiality of information and professional boundaries
* Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management